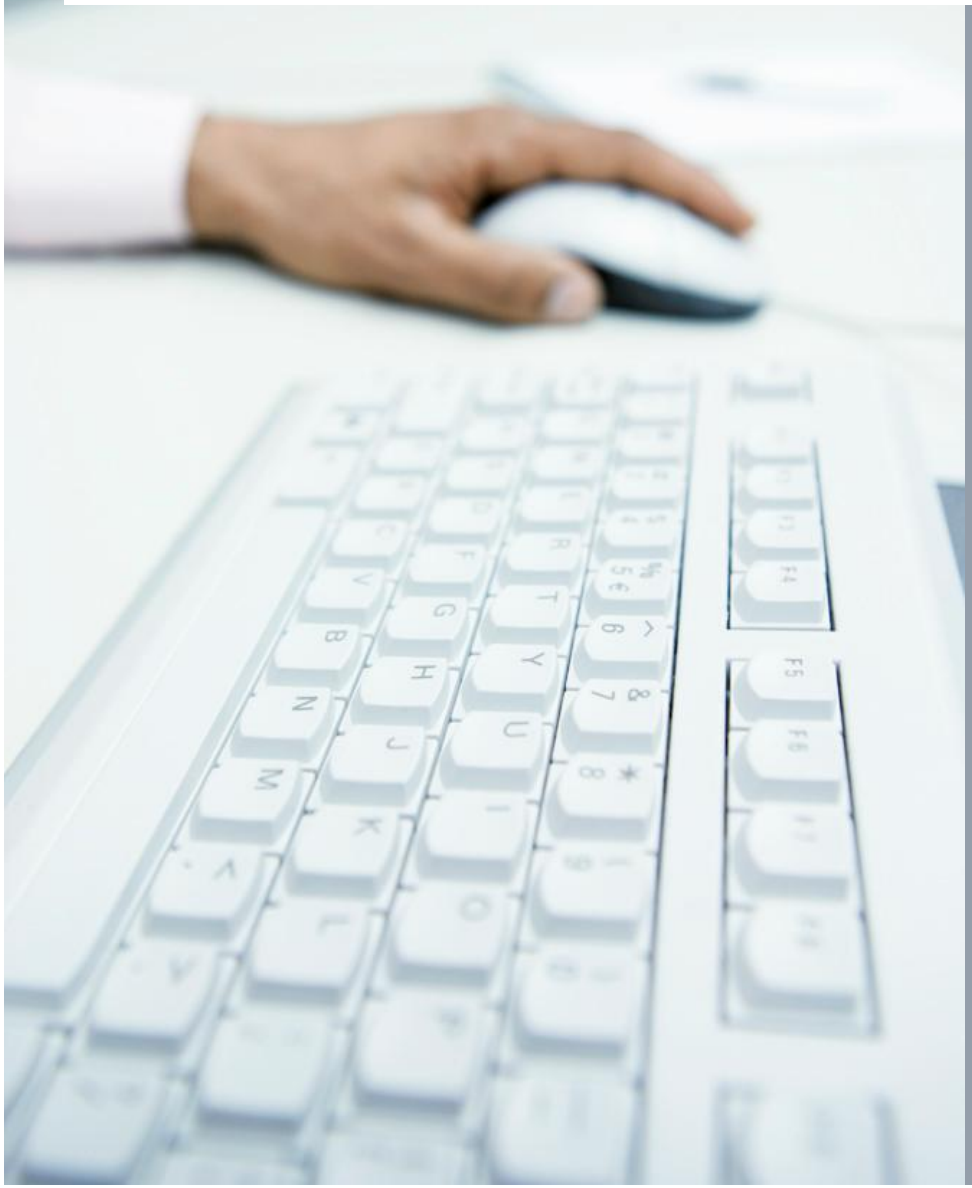
SIEMENS



SITRAIN

e-PASS™
User Manual

SITRAIN Training Center

2012.11

SIEMENS

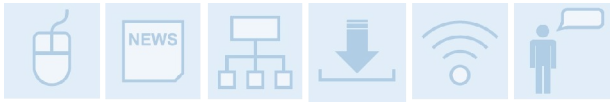
EXPLORE

e-PASS™ NEW DISCOVERY

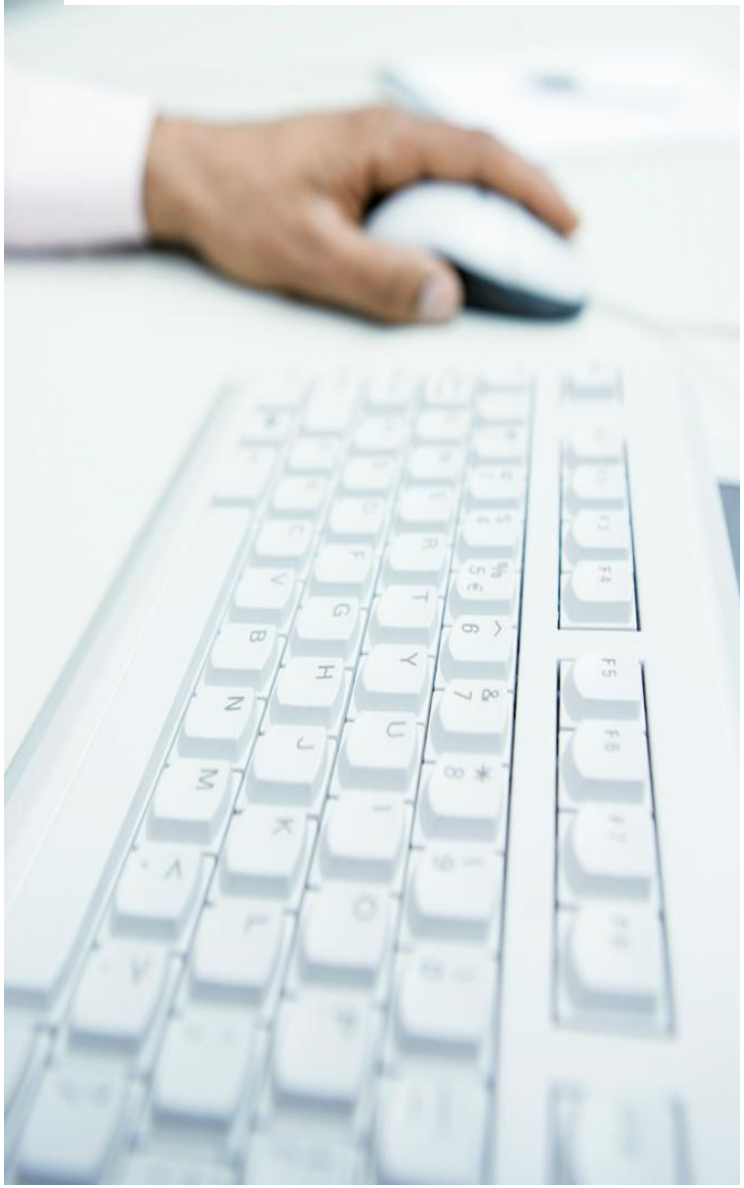
– Make Learning easier

Register as our member now and start learning!

www.siemens.asia/e-pass



SIEMENS



SITRAIN Training e-PASS™

Member Registration

1. Member register notice
2. Input the requested data
3. Confirm the input data
4. Complete registration

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NOTICE

- SITRAIN only accept training reservation by e-Pass™, therefore it is mandatory for trainees to register e-Pass™ in advanced.
- Please make course registration 4 weeks before the training date. Registrations will be accepted on a first come, first serve basis.
- Customized training please contact SITRAIN

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STEP 1. Register / Login [e-PASS]

① **Link to SITRAIN website**

② **Click 【Singapore】 to access the country website**

SIEMENS

STEP 1. Register / Login [e-PASS]

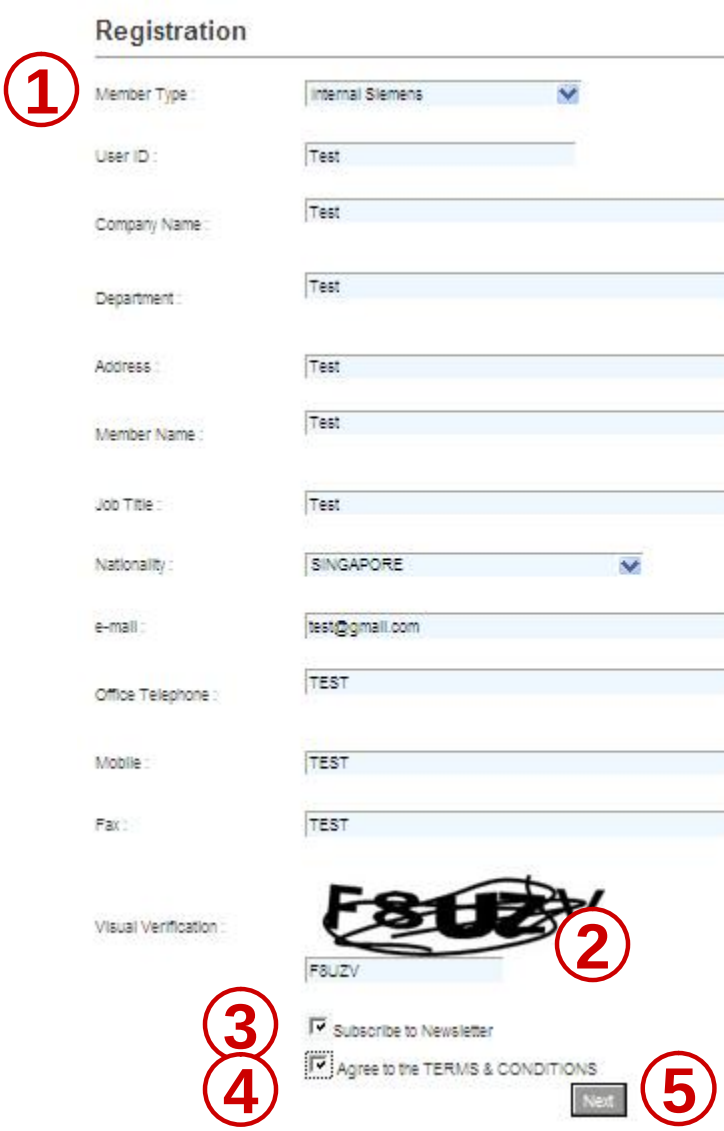
https://siemens.asia/e-pass_v2/SG/main/
Favorites
SITRAIN
01
1
www.siemens.asia/e-pass
SIEMENS
> Login
SITRAIN™ Singapore
Responding to needs in the local market, the Training Center in Singapore was established on 1 January 1997. With assistance from our parent training center in Nuremberg, Germany, SITRAIN™ Singapore offers training programs with a wide range of industrial automation and drive technology courses.
Home
Contact
e-Catalog
My e-Pass
search
SIEMENS
Login now for SITRAIN Label
Login
Username
Password
Forgotten your Password?
Login
Login with Windows authentication
Login
First Time Here?
Register now to access our one stop training portal. For different access to ASEAN countries, only one registration is required!
2
Yes, I would like to register now
Overview
Training
Workshop/Seminar/Events
e-Learning
Document
News
INTRODUCTION TO SITRAIN™
Under the name SITRAIN™, Siemens Industry has established a comprehensive range of training courses in more than 60 countries to support our customers in solving their tasks.
With SITRAIN™, you will learn to effectively apply automation products and to optimally adapt your system components.
The improvedThe improved competence reaps enormous benefits in the form of shortened start-up times, reduced down-times, and faster troubleshooting.
SITRAIN™ SINGAPORE
Siemens Industry is committed to quality and excellence. Responding to needs in the local market, the Training Center
Service and Support Hotline
1800 808 8888
Industry Service and Support Hotline
Tel: 1 800 808 8888
Industry Singapore Helpdesk
Industry.sg@siemens.com
Customer Service
Customized course
General Training Enquiry

① **Link to SITRAIN website**

② **Click 【Yes, I would Like to register now】 for new members**

SIEMENS

STEP 2. Member Register Notice



① **Fill in required information in full**
(All applications will be reviewed by SITRAIN before activating.)

② **Enter Verification Code**

③ **Click 【subscribe to newsletter】**

④ **Click 【Agree to Terms & Condition】,**
click on Agree to 'Terms & Condition" to read in details

⑤ **Next to proceed**

SIEMENS

STEP 3. Confirm Data Input STEP 4. Registration Complete

1

Member Type :	Internal Siemens
User ID :	Test3
Company Name :	Test
Department :	Test
Address :	Test
Member Name :	Test
Job Title :	TEST
Nationality :	SG
e-mail :	test@simens.com
Telephone :	TEST
Mobile :	TEST
Fax :	TEST
Product Group :	
Subscribe to Newsletter :	Yes

2 Submit Cancel

1. Reconfirm the input data
2. Click Submit】to complete registration.
3. Registration confirmation

3

SITRAIN ASEAN ▸ Home ▸ My e-Pass

Thank you.
Application sent successfully.
We will check through your application and send you a e-Pass Member Registration notification informing you your password to the email address which you have given in your application.
If you do not receive the e-PASS Member Registration notification within 2 working days, please contact us immediately.
Meanwhile, you may browse through the courses we offer. Registration is only applicable when your membership is approved.
If you have any enquiries, please contact us @
Hotline : 1800 808 8888
Fax: +65 6490 6989
Email : adtraining.sg@siemens.com

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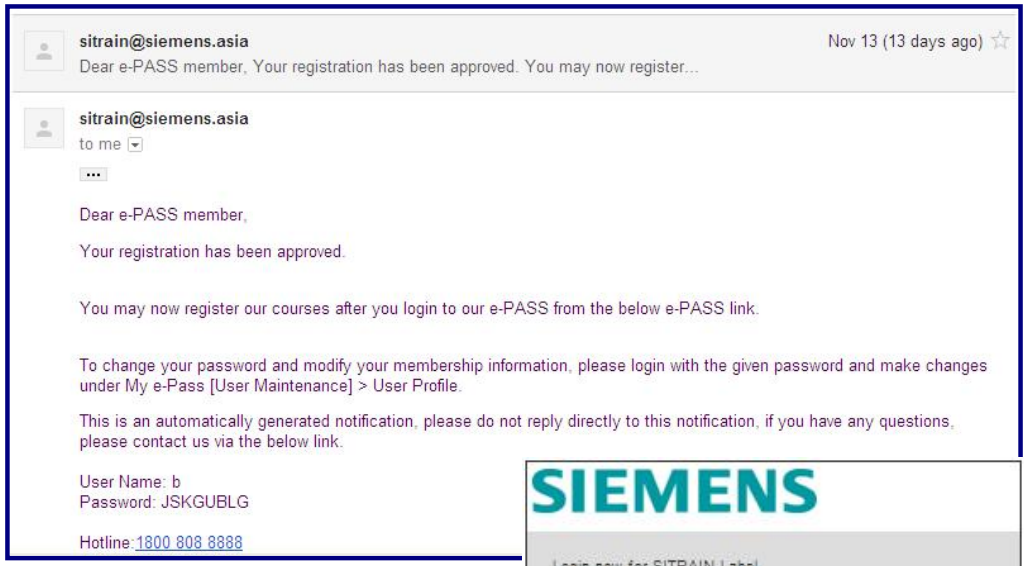
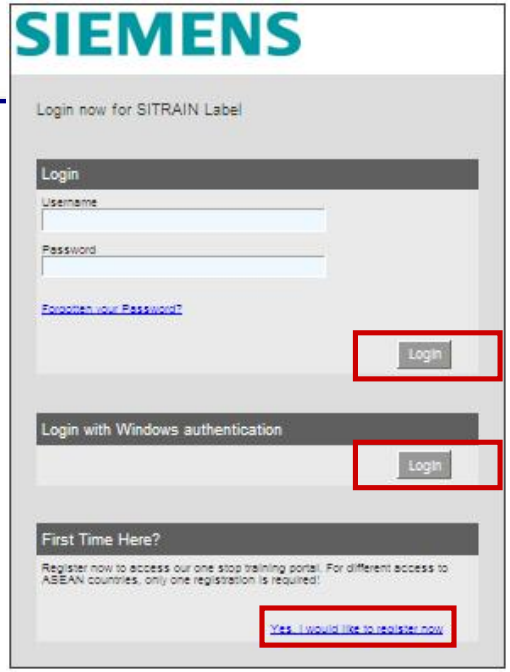
Membership Confirmation


sitrain@siemens.asia
Nov 13 (13 days ago)
Dear e-PASS member, Your registration has been approved. You may now register...
sitrain@siemens.asia
to me
Dear e-PASS member,
Your registration has been approved.
You may now register our courses after you login to our e-PASS from the below e-PASS link.
To change your password and modify your membership information, please login with the given password and make changes under My e-Pass [User Maintenance] > User Profile.
This is an automatically generated notification, please do not reply directly to this notification, if you have any questions, please contact us via the below link.
User Name: b
Password: JSKGUBLG
Hotline:1800 808 8888

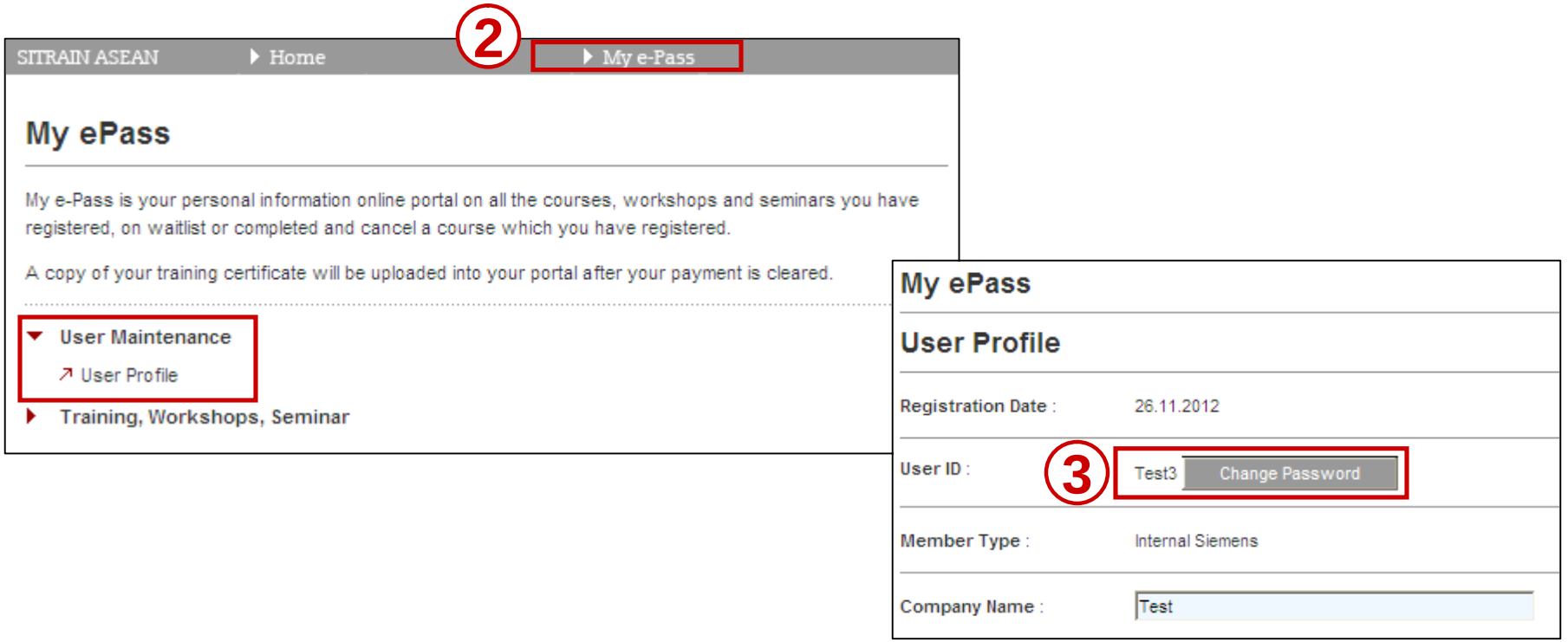

SIEMENS
Login now for SITRAIN Label
Login
Username
Password
Forgotten your Password?
Login
Login with Windows authentication
Login
First Time Here?
Register now to access our one stop training portal. For different access to ASEAN countries, only one registration is required!
Yes, I would like to register now

After SITRAIN has accepted the applications for e-Pass registration, SITRAIN will send you the successful registration confirmation with “User ID” and “Password” or failed registration notice by email.

- **Login e-Pass**：Enter your “User ID” and “Password” to login e-PASS. For Siemens Staff, you may login with windows authentication. *If you were first time user, please change your password for security purpose*

SIEMENS

Modify Member's Data



① **Link to SITRAIN website and login e-PASS**

② **Click【My e-Pass】> User Maintenance *(User Profile)* to make the data modification**

③ **Click【Change Password / Update】to complete the data maintenance**

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SITRAIN Training e-PASS™

Training Reservation

1. **Login e-Pass**
2. **Search/ Choose Class**
3. **Register** (4 weeks*)
4. **Confirm** (2 weeks*)
5. **Payment** (1 week*)

*The date before training date

SIEMENS

STEP 1. Login (Course Registration)

https://siemens.asia/e-pass_v2/SG/main/
Favorites
www.siemens.asia/e-pass
SIEMENS
SITRAIN™ Singapore
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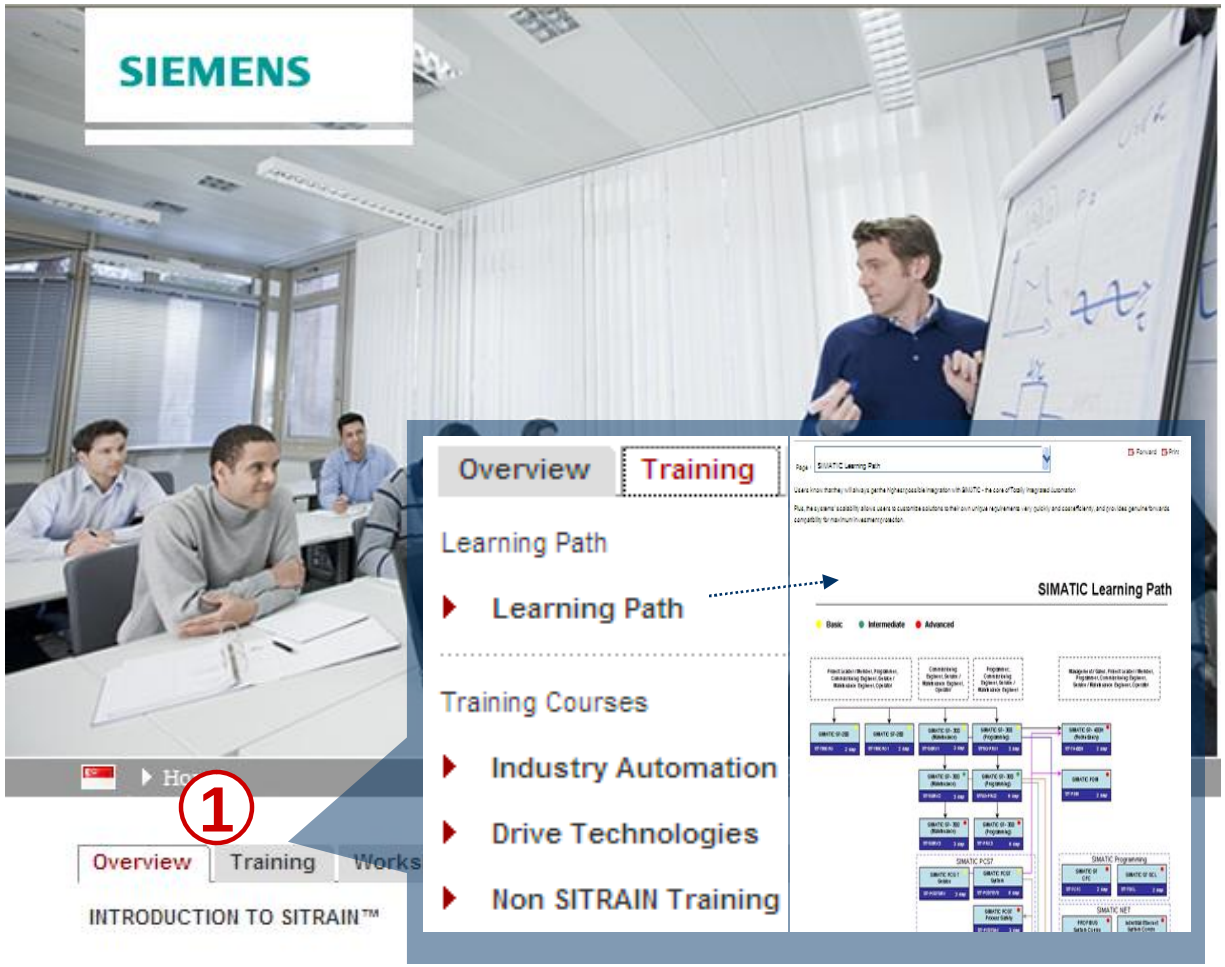
Industry.sg@siemens.com
Customer Service
Customized course
General Training Enquiry
SIEMENS
Login now for SITRAIN Label
Login
Username
Password
Login
Login with Windows authentication
Login
First Time Here?

1 Link to SITRAIN website

2 Login e-PASS If you forget the password, please click **【Forget password】** to get help

SIEMENS

STEP 2. Search / Choose Class



① **The latest courses are list on the SITRAIN home page**

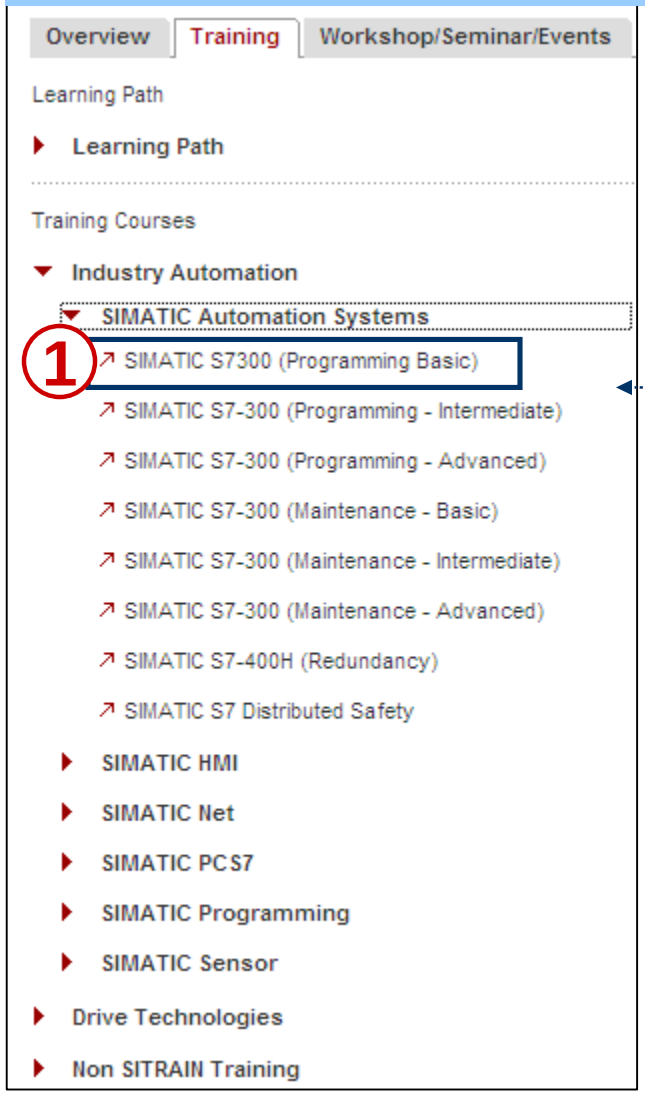
- **Click【Training Course】on the SITRAIN home page**

-【Learning Path】: Assist you to choose the right class to fit your needs.

-【Training Courses】: We offer training course under Industry Automation, Drive Technologies and Non SITRAIN Training.

SIEMENS

STEP 2. Search / Choose Class

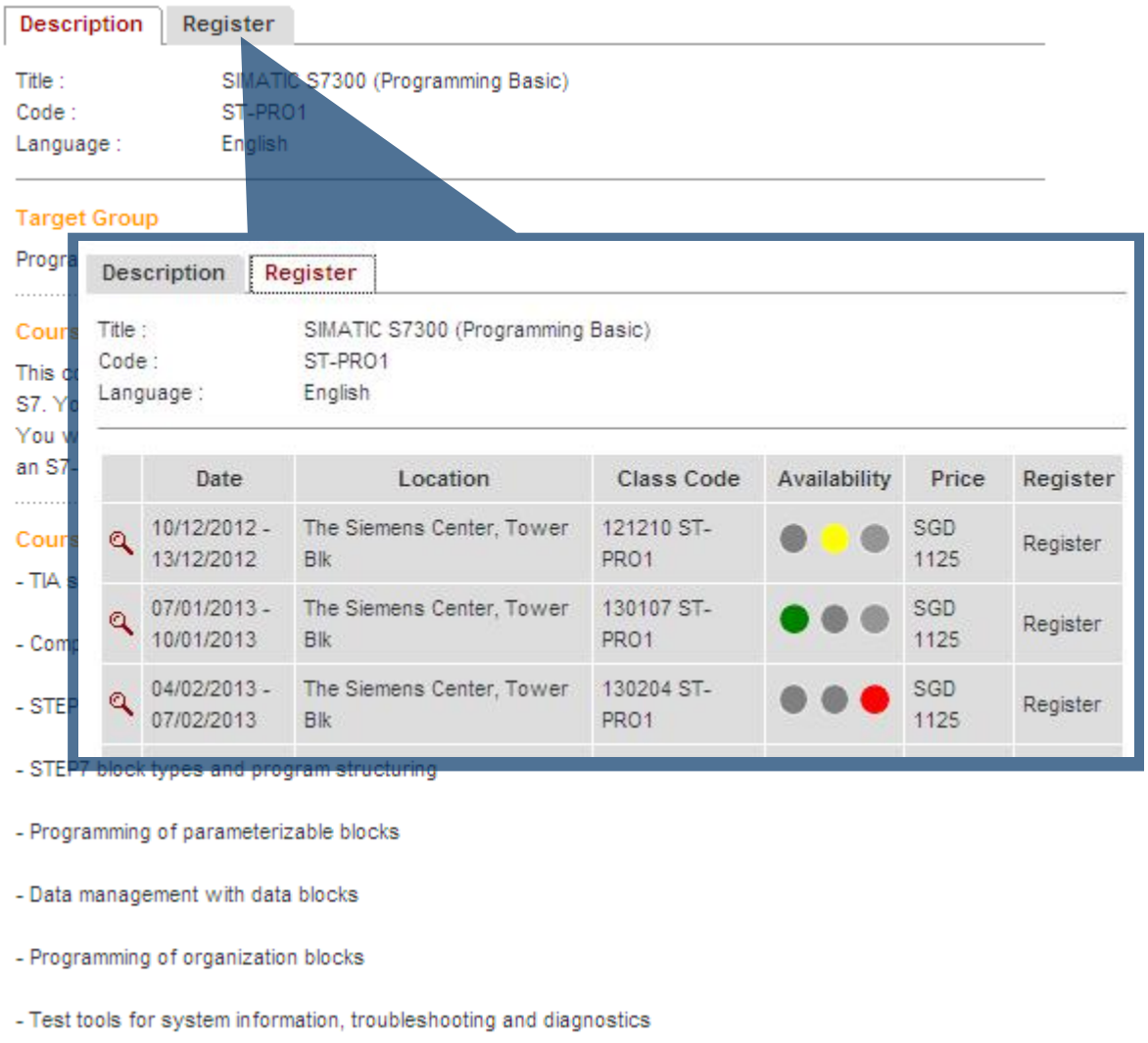


Link to【Training】

① Select your course by clicking the “Course Name” of the course list

SIEMENS

STEP 3. Make Training Reservation (4 weeks before class starts)



- **Link to the “Training page”**
- **Training reservation status：**
  - **available to register**
  - **A few seats available**

  (Click on magnifying glass to see the available seats).
  - **not available to register**
- **Click on the【Register】 to select your desired class**
- **Unscheduled training classes are given upon request or by special arrangement.**

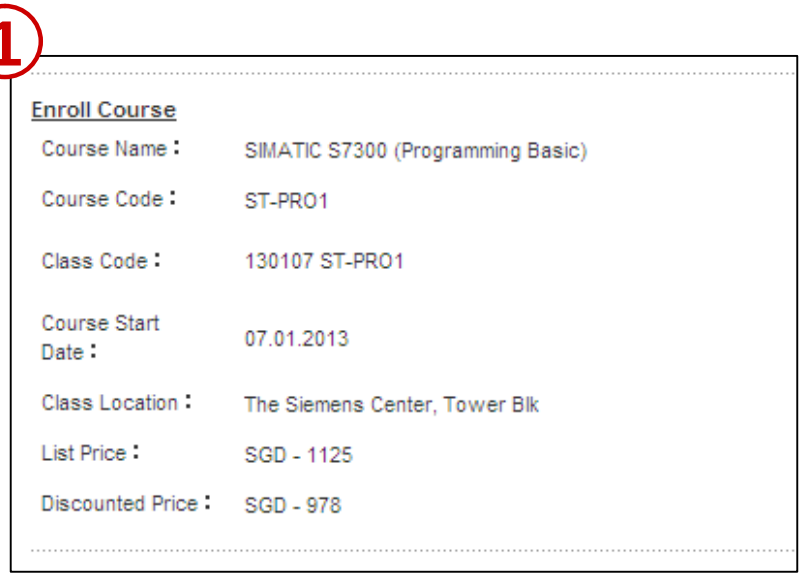
SIEMENS

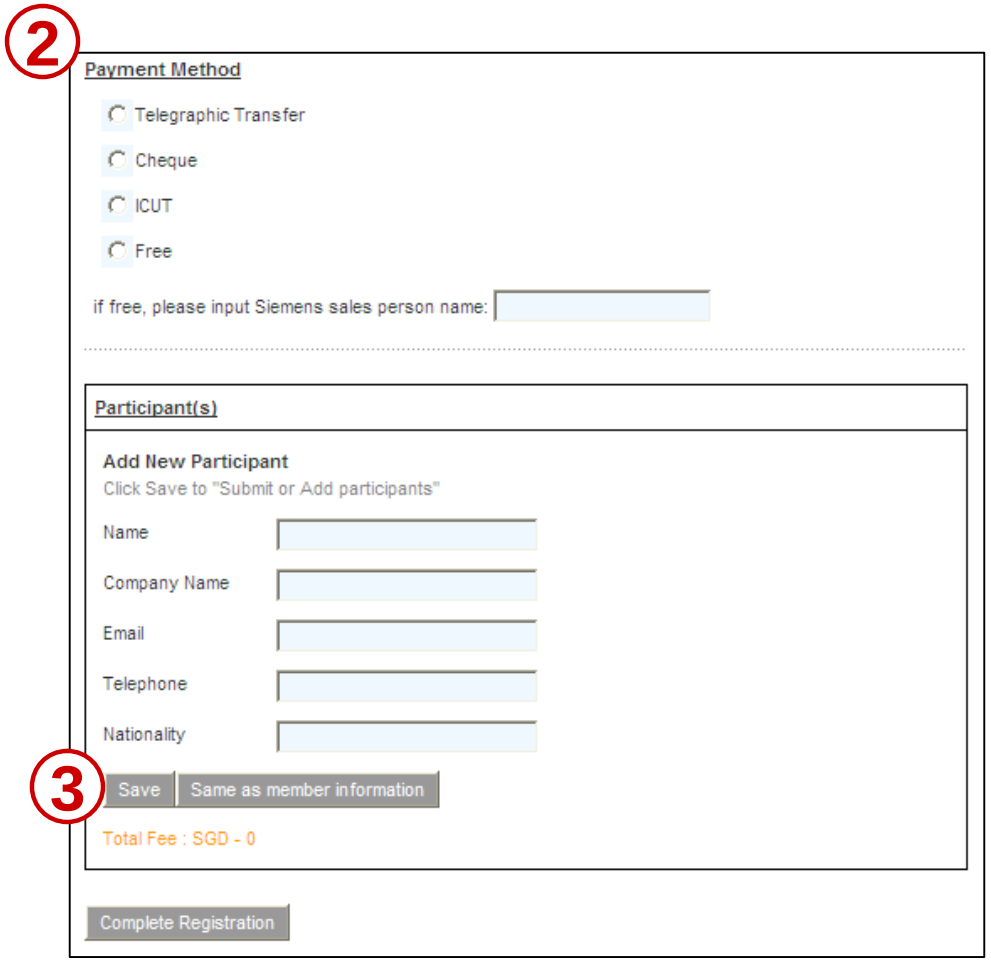
STEP 3. Make Training Reservation (4 weeks before class starts)

① **Check all the details of your selected class and enter the participants' data.**

② **Please be sure to complete the entire reservation form with correct data and click 【Complete】 to complete your reservation.**

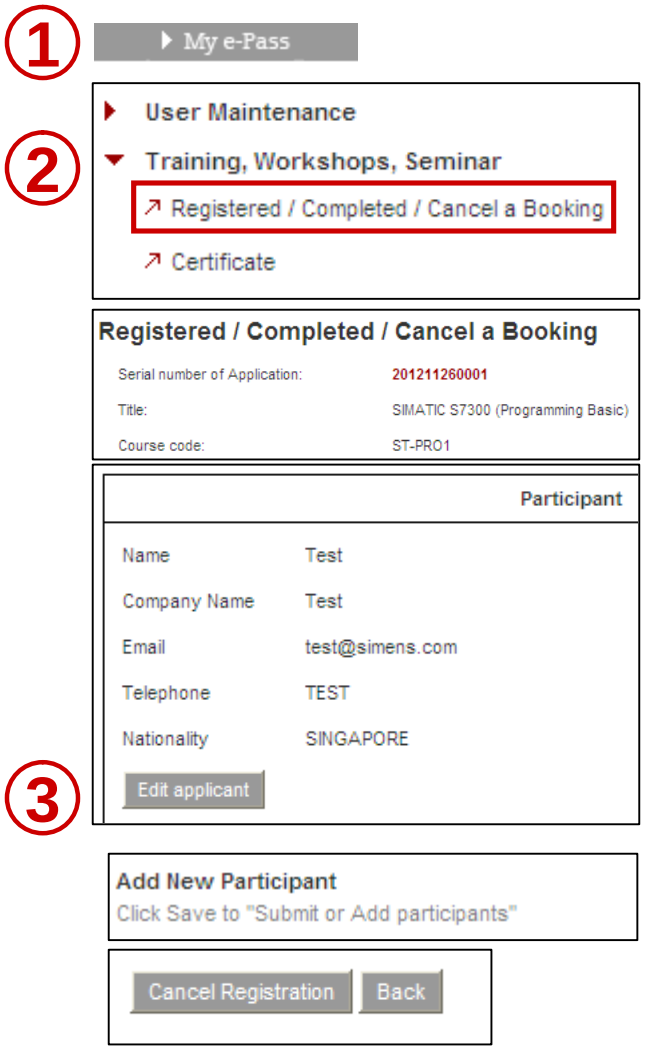
③ **Click Save to Submit or Add Participants**


1
Enroll Course
Course Name : SIMATIC S7300 (Programming Basic)
Course Code : ST-PRO1
Class Code : 130107 ST-PRO1
Course Start Date : 07.01.2013
Class Location : The Siemens Center, Tower Blk
List Price : SGD - 1125
Discounted Price : SGD - 978



SIEMENS

STEP 4. Training Confirmation (2 weeks before class starts)



① **After completing the training reservation, you can login e-Pass to check and modify the reservation data before receiving "admission confirmation letter ".**

② **Click the【My e-Pass】to link to Training, Workshops, Seminar >> Registered / Completed/ Cacelling a Bookin**

③ **You can add reservation, delete or modify the participants' data.**

Note:

- The admission confirmation letter and training courses regulations will be issued by email two weeks before the training date.
- Class size: minimum of 6/8 students per course. If a course is cancelled, SITRAIN will notify the customers 2 weeks before the training date.

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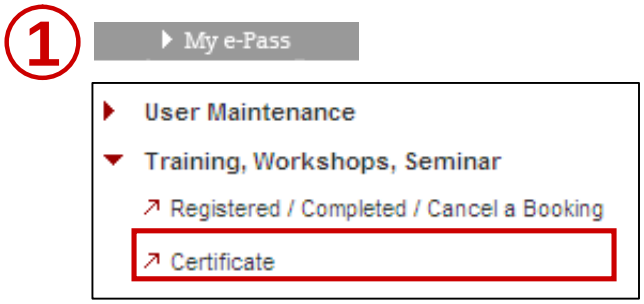
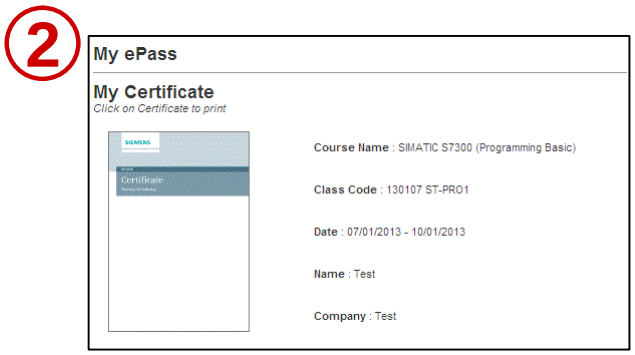
STEP 4. Certificate (After Payment is cleared)





① **Click the【My e-Pass】to link to the Training, Workshops, Seminar >> Certificate**

② **A copy of your certificate is uploaded in your my e-Pass Account after payment is cleared.**

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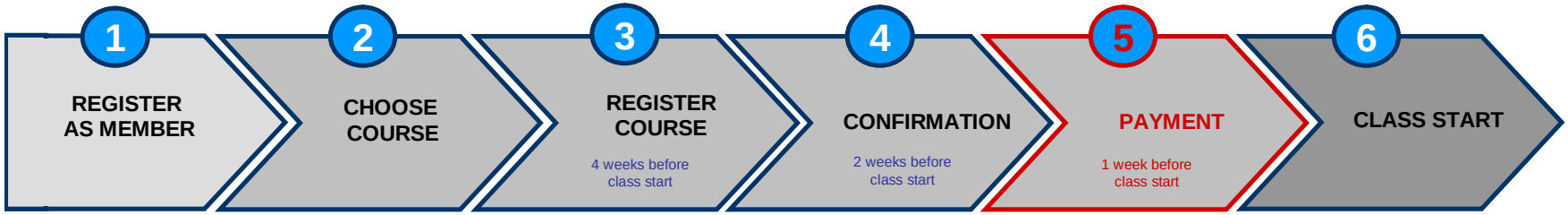
STEP 5. Payment (1 week before class starts)



- **Full payment must be received 1 week before the training date. SITRAIN will cancelled the training reservation to any failure to complete payment in the period.**

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Thank you

For further information visit:
www.siemens.asia/e-pass